

REAL ESTATE & FACILITIES FEDERAL ACQUISITION REGULATION SUPPLEMENT

PART 207—ACQUISITION PLANNING

SUBPART 207.1—ACQUISITION PLANS

207.103 Agency-head responsibilities (DFARS).

(c) Milestone Plans are required for all proposed acquisitions exceeding the simplified acquisition threshold.

(1) The Contracting Officer shall sign all written acquisition plans.

(2) The Competition Advocate shall review written acquisitions plans expected to exceed \$500,000 and solicited using other than full and open competition. The exceptions include actions sent to GSA for review, under the delegation agreement between GSA and DOD, regarding leased buildings or cases of unusual and compelling urgency. A copy of the acquisition plan will be included with all justifications for other than full and open competition that require signature by the Competition Advocate.

(3) If an acquisition plan milestone slips by more than two weeks, the Contracting Officer shall document the contract file with the reasons.

207.103-90 Contracting Officer Responsibilities. (DFARS)

The Contracting Officer shall advise requiring activity personnel and customers of expected lead-times for procurement actions, so that these actions are initiated far enough in advance to minimize soliciting offers non-competitively as urgent requirements. The Contracting Officer should review procurement histories, including emergency buys and coordinate with customers to determine the need for having contracts in place to handle predictable requirements.

207.104 General procedures.

207.104-90 Acquisition Strategy Panels (ASPs).

(a) *General.* An ASP may be held for acquisitions if the requirement is of a unique or complex nature and the requiring activity requests it. Each ASP shall:

(1) Begin as soon as possible after the need is identified, to develop a systematic and disciplined approach to achieve an efficient/effective acquisition, and

(2) Address user requirements, final acquisition objectives, and the alternative methods to attain those objectives. The ASP shall address all relevant requirements of the written acquisition plan (see FAR 7.105) and any other considerations needed to fully assess the planned acquisition approach.

(b) *Responsibility for convening the ASP.* The contracting office and the requiring office should jointly determine if an ASP should be established.

(c) *ASP chairpersons.* The Contracting Officer shall normally be the ASP chairperson.

(d) *ASP membership.* The ASP chairperson has responsibility for selecting ASP members as follows:

(1) The Policy & Contract Review Branch, contracting officer, legal counsel, program office, budget and finance office, and customer organization(s) shall be invited to participate.

(2) Additional members should be invited as appropriate for the specific acquisition. The ASP chairperson should consider representatives from other disciplines, such as quality assurance, environmental, and safety.

(e) The ASP chairperson shall ensure that minutes are prepared and distributed to principal attendees and that written recommendations are provided to the individual with responsibility for preparing the acquisition plan. Written acquisition plans should be consistent with ASP discussions and any recommendations. Copies of the ASP minutes, the written recommendations, and disposition of any written recommendations shall be included in the contract file.

(f) The person responsible for convening the ASP should consider reconvening the ASP if significant changes in program baseline or acquisition strategy occur.

SUBPART 207.5—INHERENTLY GOVERNMENTAL FUNCTIONS

207.503 Policy.

(e) In RE&F, the following statement signed and dated by the requesting official on the purchase request, will satisfy the requirement for a written determination:

“I have reviewed FAR Subpart 7.5, FAR 11.105 and 37.114. In accordance with FAR 7.503(e), I have made the determination that none of the functions to be performed are inherently governmental.”